



# École Edinburgh School

500 Hudson Ave, Montreal-West, QC J4X 1X1

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June 22, 2023

Dear Parent(s) / Guardian,

Each year, the school collects fees for the payment of monitors to supervise the students during the lunch hour. All parents are obligated to pay the annual Lunch Supervision fees of approximately **\$244 per child** (\$1.35 per day). \*Please note that students who have their child(ren) registered for B.A.S.E. have lunch supervision included in their B.A.S.E fees, as explained on the next page

## Payment methods

As explained on the next page, all parents will receive a statement of account each month. Payments can be made by cash/cheque or online.

### 1) Cash/cheque:

In a sealed envelope, please clearly identify your child(ren)'s name and homeroom. Envelopes are given to the homeroom teacher and the teacher will forward the payments to Mr. Marco. Parents will receive tax receipts for the fees which the school already has information for. Cheques should be made out to:

- “Edinburgh School”

or

- “Edinburgh Daycare” if your child attends B.A.S.E.

*\*a friendly reminder that K4 and K5 automatically fall under B.A.S.E. for lunch as well*

### 2) Online payments:

When paying online select “Edinburgh School” if you're paying only lunch fees and select “Edinburgh Daycare” for B.A.S.E.

\*A form with the steps on how to pay online will be sent home with each child during the first week of school. Please verify your child(ren)'s agenda or pocket folder as forms are specific to each student.

❖ *The lunch fee does not pertain to the cost of ordering hot lunches. This service is not subsidized by MEQ or the EMSB. Information regarding the hot lunch program offered by Merenda can be found on their website: <https://www.traiteurmerenda.com>.*

For further questions or information please contact Mr. Marco either by email [mdecrescentis@emsb.qc.ca](mailto:mdecrescentis@emsb.qc.ca) or by phone at 514-788-0024.

Thank you for your cooperation,

**Gaetano Sifoni**

Principal



Commission scolaire English-Montréal  
English Montreal School Board



## B.A.S.E. and Lunch Supervision Fees

### BASE/LUNCH FEES

For parents new to the Edinburgh Community. Welcome. First, the coordination of every aspect of lunch falls under the B.A.S.E. Daycare Technician Mr. Marco DeCrescentis. For any question, information or concerns, you can reach out to him.

#### **PAYMENT PROCEDURE for non-B.A.S.E. students**

Parents will receive a statement of account each month. The preference is that it is paid monthly versus paying in full. The reason being that it alleviates having to reimburse if for whatever reason the school or classrooms close. Payments can be made by cheque to “Edinburgh School”, cash or by online payment. Please identify clearly the envelope with your child(ren)’s name and homeroom. Envelopes are given to the homeroom teacher and the teacher will forward the payments to Mr. Marco. Parents will receive tax receipts for the fees which the school already has information for.

#### **PAYMENT PROCEDURE for students who attend B.A.S.E.**

Students attending B.A.S.E. as a *regular status* pay lunch fees to B.A.S.E. and it is included in your statement of account. Payments made by cheque should be made to “Edinburgh Daycare”. Parents can also make payments by cash or online. Students attending *sporadically* will receive separate invoices for lunch and B.A.S.E. fees



#### **There is Great News!**

An online method of payments is once again available to pay both lunch fees and B.A.S.E. Fees. Parents will receive a take home form with the steps on how to pay online. Each form is specific to each student. Please look out for it in your child(ren)’s agenda or pocket folder by end of the week or early next week. When paying online select “Edinburgh School” if you’re paying **only** lunch fees and select “Edinburgh Daycare” for B.A.S.E.

#### **Kindergarten**

Just a friendly reminder as outlined in the letter you received prior to school beginning. K4 and K5 are automatically considered under B.A.S.E. for lunch. Forms to fill will be sent out soon. Please kindly sign and return. Fees are paid to “Edinburgh Daycare”

For further questions or information please contact Mr. Marco either by email [mdecrescentis@emsb.qc.ca](mailto:mdecrescentis@emsb.qc.ca) or by phone at 514-788-0024.

